

Wolf Pack Community Standards

01 November 2001



1. **Purpose.** The purpose of the Wolf Pack Community Standards is to protect the health and safety of individuals, avoid confrontations with host nation law enforcement or civil authorities, remind all members of proper military dress and appearance, and to maintain proper standards of conduct and appearance. This pamphlet is a compilation of Wolf Pack policies and standards for all military members and US civilian employees residing in or transiting through Kunsan Air Base. Military personnel, regardless of branch of service, permanently assigned, TDY, or on leave in South Korea are subject to the articles of the U.S.- Republic of Korea Status of Forces Agreement (SOFA), and the Uniform Code of Military Justice (UCMJ). Any conflict between this document and formally promulgated instructions, regulations, or other such orders is to be resolved in favor of the instruction, regulation, or order. Furthermore, this document is not intended to be a complete recitation of the laws and rules by which personnel at Kunsan must abide. Any omission, different wording or alternate interpretation included in this document does not create any added right, remedy, or procedural due process. Personnel who violate these policies or the underlying laws, regulations, and instructions can be prosecuted under either Article 92 or Article 134 of the Uniform Code of Military Justice (UCMJ), or both, as well as any other applicable articles of the UCMJ, as appropriate.

2. **Responsibilities.** Within the area designated by the Commander, U.S. Forces, Korea, the 8 FW Commander is responsible for maintaining good order and discipline for all personnel in paragraph one, and this authority is exercised through the 8th Support Group Commander and installation security forces personnel. Wolf Pack members and visitors are responsible for adhering to the requirements embodied in this pamphlet. These standards exist to ensure your stay in the Republic of Korea and on Kunsan Air Base is safe and enjoyable. The standards discussed within this document are:

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|---------------------------------------|--|
| (3) Curfew and Wingman Policy | (16) Customs and Courtesies |
| (4) Off Limits Areas | (17) Securing Personal Property |
| (5) Military Clothing | (18) Ration Control |
| (6) Civilian Clothing | (19) Customs |
| (7) Alcoholic Beverages | (20) Morale Calls |
| (8) Personal Conduct in public | (21) E-mail Use |
| (9) Family Members | (22) Internet Use |
| (10) Off Duty Employment | (23) Web Page Updates |
| (11) Leave Policy | (24) Use of Dining Facilities |
| (12) Establishing PCS Departure Dates | (25) Use & Possession of Plastic Pellet Weapons |
| (13) Equal Opportunity and Treatment | (26) Driving Privileges |
| (14) Personal Safety | (27) Unit Mascots |
| (14.1) Bicycle Safety | (28) Advances for PCS moves |
| (14.2) Wear of Reflective Gear | (29) Private Organizations and Unofficial Activities |
| (15) Smoking | |

Wolf Pack Community Standards

01 November 2001



3. Curfew and Wingman Policies.

3.1 Established curfew hours are as follows:

Sunday-Thursday nights:	0030 - 0500 hours
Friday & Saturday nights:	0230 - 0500 hours
Eves of US Holidays:	0230 - 0500 hours

3.1.1 Military personnel residing permanently or temporarily on Kunsan AB must be on Kunsan AB NLT the start of curfew hours, i.e., NLT 0030 hours Sunday thru Thursday nights and NLT 0230 for Friday and Saturday nights and the eves of U.S. holidays. U.S. military personnel may remain off base overnight or on weekends around the Korean peninsula on an infrequent basis, as approved by their squadron commanders. Whenever personnel stay out overnight or on a weekend they must ensure their commanders know how to contact them quickly in case of emergency

3.1.2 Military members may not reside off-base, i.e. rent, lease, or share quarters at government or personal expense, unless authorized in writing by their group commanders.

3.1.3. Military personnel temporarily or permanently residing outside of Kunsan Air Base, whether assigned to Kunsan AB or not, will not during curfew hours inhabit any commercial establishment, except an inn or hotel where the person is residing, or otherwise loiter or linger in the Kunsan City area, including, but not limited to Okku-Silvertown (the area known as "A Town"). Loitering and lingering are defined as standing idly about or proceeding slowly or with frequent stops, and any delay in quitting or leaving an establishment.

3.1.4. Military personnel on official business, to include direct travel to and from official duties, are permitted access to and exit from Kunsan AB at anytime, including curfew hours, as long as they do not loiter or linger in the Kunsan City area.

3.1.5. Personnel entering Kunsan Air Base who appear to be under the influence of alcohol and demonstrating erratic or unacceptable behavior may be detained for investigation by security forces. Upon the request of a uniformed member of the security forces, individuals must produce their military identification to properly identify themselves.

3.1.6. Temporary changes to curfew hours may be made by the 8 FW/CC, as appropriate, and any changes will be advertised as widely as possible and be posted, at a minimum, at the Kunsan AB Main Gate.

3.2. All US military personnel assigned or TDY to Kunsan AB must have in their presence a wingman when off the installation between 2200 and 0500. A wingman is defined as a person who is in control of his or her faculties, is physically present with the member, and is one of the following: an active duty military member; a DoD employee; American citizen lawfully admitted to the Republic of Korea; or spouses of members to whom the wingman policy applies.

Wolf Pack Community Standards

01 November 2001



3.2.1. Personnel subject to this policy will not travel alone between 2200 and 0500 in AAFES or civilian taxis, buses or any form of public transportation except on MWR sponsored trips, Wolfpack wheels, and special circumstances authorized in writing by a group commander. Taxi and bus drivers are not considered wingmen. All military personnel assigned or TDY to Kunsan AB with a Kunsan Form 2, a nonavailability letter from Billeting, or plane ticket/itinerary for an arriving flight will be allowed on/off base alone to proceed directly to/from their residence or the airport terminal.

(SFS/SFO, 782-5916)

(See Attachment 1 for further details.)

4. **Off limits areas.** In accordance with USFK Regulation 190-2 and local policy, certain areas will remain off-limits to all military personnel.

4.1. The following areas are off-limits to military personnel at all times:

4.1.1. All civilian pharmacies, drug stores, barber shops, and Soju tents.

4.1.2. All acupuncture clinics, civilian medical and dental clinics, and civilian hospitals except for the purpose of receiving treatment when referred by U.S. medical treatment facilities or receiving emergency treatment.

4.1.3. Streams, lakes, reservoirs, rivers, ocean beach areas, or other natural bodies of water for activities such as wading, swimming, bathing, diving, boating, or ice skating because of safety considerations and the possibility of water contamination, unless specifically approved for use by the area or installation commander. These areas may be used for fishing, sunbathing, or other activities in which contact with the water is minimal. As an exception to these restrictions, personnel participating in group tours sponsored by various ROK and MWR organizations may participate fully in tour activities. Personnel may also use hotel swimming pools, ice skating rinks, and other commercial recreation facilities that have safety personnel on duty. However, personnel using any of the facilities must understand they do so at their own risk. Preventive medicine and safety specialists do not monitor these off-post areas and facilities.

4.1.4. The entire area bordering Kunsan AB, within a 3 mile radius of the base. This area extends southeast from Ongnyo Bong to the northern point of the Okku reservoir around the north and east edges of the reservoir and south to the Mangkyong River. This includes all homes, villages, public establishments and roads with the exception of the following:

4.1.4.1. Motor vehicles on Highway 26 while traveling to or from Kunsan AB and Okku-Silvertown (A-Town), and parking in A-Town. Only personnel who reside in A-Town may drive to and from and park there during hours of darkness.

4.1.4.2. The Rainbow Village apartment complex located approximately a quarter of a mile west of the main gate. This includes Sonyonri Road to the

Wolf Pack Community Standards

01 November 2001



Rainbow Village access road. Personnel will proceed directly to or from Rainbow Village and will stop only in the event of an emergency.

4.1.4.3. Recreational bicyclists and joggers are authorized in the restricted area during daylight hours only. Residents may travel to and from Rainbow Village during the hours of darkness subject to the safety standards in paragraph 14.

4.1.4.4. The Kunsan Korean Air Terminal. Personnel will proceed directly to or from the terminal and will stop only in the event of an emergency.

4.1.4.5. Hotels within the limit as assigned by the billeting office due to non-availability of rooms on base.

4.2. The following areas are off limits to military personnel during the hours of darkness:

4.2.1. The Kunsan City Train Station, except for persons arriving or departing on a scheduled train.

4.2.2. The waterfront area in Kunsan City, locally known as the “Foreigner’s Super Market.”

4.2.3. The area known as the “Open Market” adjacent to the Kunsan City Train Station.

4.2.4. The area in Kunsan City known as “P-Ville” adjacent to the “Open Market.”

4.2.5. The area in Kunsan City known as “Makkoli Alley” adjacent to the “Open Market.”

4.2.6. The area in Kunsan City known as “Small Makkoli Alley” adjacent to the main Korean Police Box at Gaebok-Dong.

4.3. Personnel who wish to live within the restricted area and not in Rainbow Village, must receive permission on an individual basis. Applications must evidence the concurrence of the local village chief, the unit commander’s approval, and then must be submitted to the Commander, 8th Support Group or designee for final approval.

4.4. Personnel traveling to other bases should ensure they are aware of the off-limits restrictions that apply to that local area.

4.5. The wing commander may establish additional off-limits restrictions from time to time.

(SFS/SFO, 782-5916)

Wolf Pack Community Standards

01 November 2001



5. **Military Clothing.** Normal duty uniform on Kunsan is the battle dress uniform or flight suit as appropriate. Military uniforms will not be worn in local bars except by personnel performing official duties. They may be worn into eating establishments and local stores during non-curfew hours.

(FW/CCM, 782-4924)

6. **Civilian Clothing.** Wolf Pack members appearance will be IAW AFI 36-2905. Civilian clothing will be in good taste and be non-offensive

(FW/CCM, 782-4924)

7. **Alcoholic Beverages.** You may not possess an open alcoholic beverage container in public except in a facility or establishment authorized by US or ROK Government authorities for the consumption of alcoholic beverages.

7.1. Off base you may consume alcoholic beverages outside the bars or restaurants only where the establishment has benches or tables with chairs directly in front of it. You must remain in the immediate vicinity (no further than five feet) of the benches while drinking and you may not stand or walk in the street while carrying an alcoholic beverage.

7.2. Alcoholic beverages will not be transported off base to be consumed in a local club or bar.

7.3. On base you may only consume alcoholic beverages within Services facilities, the hooches, the dormitories, picnic areas adjacent to those areas, and at squadron or wing events (such as a hail and farewell, birthdays, MWR social and sporting events).

7.4. Military members who are participating in exercises directed by CINCCFC/USFK, 7 AF/CC, or 8 FW/CC will not consume alcoholic beverages during periods of actual exercise play. CINCCFC exercises include Ulchi Focus Lens; Foal Eagle; Reception, Staging, Onward Movement and Integration; and any other exercise that CINCCFC directs. 8th FW exercises include IRRE/CERI and any other exercises that the Wolf specifies. Subordinate commanders will determine who is deemed an exercise participant. Actual exercise play includes from "STARTEX" to "ENDEX", but does not include a "PAUSEX".

(SFS/SFO, 782-5916)

8. **Personal Conduct in Public.** The following represents expectations regarding the conduct of military members on base and in the local Korean community. Members are advised that some forms of personal conduct can be in violation of Articles 133 (Conduct Unbecoming an Officer), 134 (Disorders and neglects to the prejudice of good order and discipline in the armed forces, or conduct of a nature to bring discredit upon the armed forces), and other articles of the UCMJ. All members are prohibited from:

8.1. Acting in a manner that reflects poorly or unfavorably upon the US Government, the Wolf Pack and your squadron.

Wolf Pack Community Standards

01 November 2001



- 8.2. Photographing dancers or other club/bar employees without prior consent.
- 8.3. Getting on any bar stage
- 8.4. Sleeping in a club, bar, or restaurant.
- 8.5. Punching, hitting, kicking or otherwise striking metal store coverings.
- 8.6. Hindering security forces personnel or interfering with their ability to perform their duties. Personnel will not interject themselves into a discussion or situation between security forces personnel and another individual.

(SFS/SFO, 782-5916)

9. **Family Members.** Family members of civilians and family members of military personnel should familiarize themselves with the local laws. Misconduct could subject civilians to prosecution by local authorities or loss of military privileges.

(FW/JA, 782-4283)

10. **Off Duty Employment.**

10.1 You are required to report any off-duty employment to your commander prior to engagement in that employment. You are free to engage in that employment at long as there are no Joint Ethics Regulation or SOFA restrictions.

10.2 Before you take a second job, report this employment by completing an AF Form 3902, which must be signed by your supervisor, reviewed by JA, and forwarded to your commander.

10.3. You must ensure that your off duty job in no way interferes with your military duties. Furthermore, for safety reasons, you may not work more than 25 hours during any 7 day period or more than a total of 15 hours in any 24 hour period. Finally, you may not work on the Korean economy without a work visa from the Korean government. Your SOFA status as a military member does not entitle you to work on the Korean economy.

10.4. Off duty employment must also be in compliance with international agreements, e.g., the US-ROK SOFA. The SOFA gives Korean Nationals preferential treatment in hiring for civilian positions, and permits hiring of military members/dependents only when there is no available, qualified Korean national to fill the position.

(FW/JA, 782-4283)

11. **Leave Policy.**

11.1. **Mid-tour Leave:** A member may take up to 30 days of mid-tour leave during a 1-year tour. Mid-tour is normally taken between the fifth and seventh months after arrival at Kunsan. Before scheduling a mid-tour, unit manning levels, ORIs and UCIs should be

Wolf Pack Community Standards

01 November 2001



taken into consideration when establishing leave windows. Electing not to take a mid-tour leave does not change a member's Date Eligible to Return from Overseas (DEROS). PCS departure from Kunsan is based on the member's DEROS month (normally 12 months from arrival). Departure prior to an established DEROS requires a recommendation from member's commander for a curtailment. Curtailments are processed through the Military Personnel Flight (MPF) and forwarded to HQ AFPC for final approval.

11.2. Ordinary Leave: Additional leave, separate from a mid-tour, may be taken during the year if the member's commander approves (after his/her consideration of unit manning requirements). Ordinary leave must be taken if a member wants time off during normal duty days (except when a pass is issued). During non-duty days, leave is not required if a member travels within South Korea. In all cases it is each member's responsibility to inform his/her supervisor of where he/she is going, and a phone number in case of emergency and/or recall.

11.3. Leave in Conjunction with a TDY: Any leave taken in conjunction with a TDY is chargeable leave, even if the period of the leave includes non-duty days.

11.4. Emergency Leave: Certain situations such as death in the family, serious illness, etc. (see AFI 36-3003) dictate the member's prompt departure from Kunsan to the home, hospital, or funeral location. Commanders should take all necessary actions to accommodate members' needs in these situations. Red Cross verification messages are available upon request for commander's review. This is not considered mid-tour leave nor do the days accrued on emergency leave count against the 30 day mid-tour policy stated in the first paragraph.

11.5. The final approval authority for all leave rests with the member's squadron commander or staff agency chief. Commanders are responsible for managing their unit's leave program to ensure mission requirements are met, and to ensure the health and welfare of their people. IAW USFK guidance, commanders are required to ensure no more than 10% of their personnel are on leave at any time and 80% may be recalled within 2 hours.

(MSS/DPM, 782-5276) (See Attachment 2 for further details.)

12. **Establishing PCS Departure Dates**. Departure dates from a remote tour are, and have always been, a controversial issue--a source of major disgruntlement if absolute fairness is not maintained throughout the entire organization. Therefore, this policy must be understood and enforced by every commander and staff agency chief. The goal remains: unquestionable fairness and maintaining a sustained combat capability. The following policy applies regarding PCS departures from Kunsan:

12.1. A member's port call will be established using the "10-day rule" in relation to his/her DEROS. If the DEROS is no earlier than the first 10 days of the month, a port call will be requested within the first 10 days of the month. If the DEROS is within the second 10 days (11th-20th), a port call will be requested for no earlier than the 11th-20th of the month; and, for the remaining part of the month (the 21st on), a port call will be requested between the 21st and the last day of the DEROS month. Commanders must ensure the member's requested port call date (as annotated on the assignment notification RIP) complies with

Wolf Pack Community Standards

01 November 2001



these requirements.

12.2. Requests for departures earlier than the window established above will be fully justified and staffed, in writing, through the squadron commander to the group commander, and if a DEROS curtailment is necessary, forwarded to the wing commander, PACAF, and AFPC for final approval/disapproval. Also, if commanders desire to retain individuals beyond their requested departure date, but within the DEROS month, they may do so at their discretion. Extensions beyond the DEROS month require AFPC approval.

(MSS/DPM, 782-7307)

13. **Equal Opportunity and Treatment.**

13.1 The success of our mission rests squarely on the shoulders of Wolf Pack members. Success will only occur if built on a foundation of trust and respect. It is our responsibility and duty to create and sustain an environment where each of us maintains the utmost respect for human dignity at all times. A positive attitude and professional approach is vital in ensuring all Wolf Pack members have the opportunity to develop to their maximum potential. We simply will not tolerate any form of discrimination.

13.2 We all have a hand in this. When confronted with a situation, whether victim, offender, supervisor, co-worker or commander, we have a responsibility to take fair, swift, and appropriate actions to address the issue. Unless prompt action is taken, our ability to perform our mission effectively is diminished.

13.3 Both your chain of command and our professional Military Equal Opportunity staff stand ready to provide their expertise and assistance to educate, prevent, detect, and resolve problems before they adversely affect our mission readiness and human relations climate. As a critical member of our Wolf Pack, your full support will ensure we are ready to fight tonight.

(FW/MEO, 782-4053) (See Attachment 3 for further details.)

14. **Safety.**

14.1 **Wolf's Policy**

14.1.1. The Wolf Pack stands at the tip of our nation's spear. We have a serious mission and we need Wolf Pack members to be at their best—100% mission ready—to accomplish that mission. We cannot accomplish our mission if accidents or carelessness remove folks from the work place or put them at less than 100%. We all understand that ours is a dangerous business and we must sometimes accept risk in order to get the job done. But, I ask you all to consider the risk you accept. Most of our accidents happen for the same old reasons--human error. These errors are not inevitable. Mishaps can be prevented before they occur if each of you takes positive action toward lowering your risk. Improving communication, situational awareness, discipline, training, and leadership skills can help prevent mishaps. Commanders, supervisors, and workers must work together to identify hazards and risk both on and

Wolf Pack Community Standards

01 November 2001



off duty, determine the controls to best manage the risk, and then have the concern and conviction to call a halt or make a change when something comes up short. I challenge each of you to call things as you see them. We cannot fix safety problems if we don't know they exist.

14.1.2. Our goals for the future are simple—to accomplish our mission and to send you back home in better condition than when you arrived. Daily squadron level safety program management; deliberate risk identification and analysis; plus continuous assessment of our people, processes, and work environment will ensure success. This requires a Wolf Pack mindset to pause and evaluate every action we do or direct in light of the individual and the environment.

14.1.3. There are no shortcuts or quick solutions to safe mission accomplishment. All of you must identify potential risks and aggressively try to minimize their impact on our ongoing operations. Your future and the future of your Wolf Pack brothers and sisters is in your hands. Step up and accept personal responsibility for safety. We owe it to our mission, our people, and ourselves.

(FW/SEG, 782-4557) (See Attachment 4 for further details.)

14.2 Bicycle Safety

14.2.1 In accordance with DoD Instruction 6055.4 (DoD Traffic Safety Program), AFI 91-207 (USAF Traffic Safety Program), and USFK Regulation 190-1, persons operating bicycles or go-peds on Kunsan Air Base are required to wear approved bicycle helmets. Authorized helmets are those approved by the American National Standards Institute, Snell Foundation, or the Department of Transportation, and specifically designed for cycling. To gain maximum protection, the helmet must fit securely, and be worn squarely on the head with the chin strap connected. A combat helmet does not conform to these standards and will not be worn in lieu of an approved helmet during exercises.

14.2.2 Any person who operates a bicycle must wear a reflective belt during hours of darkness. For purposes of this rule, hours of darkness begin 15 minutes before sunset until 15 minutes after sunrise. Reflective belt must be visible from front & back. An approved bicycle light must also be installed and operational for riding during hours of darkness.

14.2.3 Cyclists are part of the traffic environment on Kunsan AB, and therefore, must adhere to the traffic laws and general rules of the road. Cyclists will not operate bicycles during road conditions Amber, Red, and Black when weather is inclement. Security Forces personnel are authorized to issue citations to persons in violation of DoD and AF instructions and/or this directive.

14.2.4 These requirements include active duty Air Force members, retirees, civilian employees, and children transported in approved infant seats. Wearing individual personal protective equipment and following the general rules of the road are common sense approaches to controlling and eliminating serious injuries. Cyclists

Wolf Pack Community Standards

01 November 2001



must be continually vigilant and aware of surface, visual, and moving hazards at all times.

(FW/SEG, 782-4557) (See Attachment 5 for further details.)

14.3 Wear of Reflective Gear

14.3.1 During hours of darkness all personnel in military uniform will wear the reflective safety belt or vest while outdoors. Even if an individual is only moving a short distance, he or she must wear reflective gear. For purposes of this rule, hours of darkness begin 15 minutes before sunset and end 15 minutes after sunrise. The only exception to this rule applies to uniformed security forces personnel when on duty, including augmentees. Security Forces personnel must wear reflective gear when traveling to and from work. Personnel wearing civilian attire are also highly encouraged to wear reflective gear.

14.3.2. Our uniforms are designed to help us blend in with the surrounding environment. While this is a benefit during conflict, it's a definite disadvantage for peacetime pedestrian traffic traveling in darkness and makes pedestrians hard to see from moving vehicles. Since most airmen at Kunsan do not have access to a vehicle, the threat of an accident involving a pedestrian, jogger, or bicyclist exists. This is true regardless of whether an individual is wearing civilian or military clothing. Though vehicle operators have a responsibility to be on the lookout for pedestrians, we all have the responsibility to make it possible for drivers to see us. We greatly decrease the chances of becoming an accident victim when we make ourselves more visible to vehicle operators. The best way to do that is through the proper wear of reflective gear.

14.3.3. Every Wolf Pack member should take the initiative to correct personnel who are not in compliance with this important safety directive. If you have any questions regarding this subject, contact Wing Safety at 782-4557.

(FW/SEG, 782-4557) (See Attachment 6 for further details.)

14.4. Vehicle Safety

14.4.1 While operating a motor vehicle, all occupants must wear seatbelts. This responsibility rests with the driver and the occupants.

(FW/SEG, 782-4557)

15. Smoking.

15.1. Smoking is prohibited in all government-owned vehicles (GOV) and government rented, leased, or contracted vehicles.

15.2. Smoking is prohibited in all buildings and facilities except as follows:

15.2.1. All permanent party dormitories and government quarters. However, smoking

Wolf Pack Community Standards

01 November 2001



is prohibited in all indoor common use areas. Commanders will ensure that non-smokers are assigned to dormitory rooms with other non-smokers.

15.2.2. Specifically designated visiting officer and enlisted quarters. However, smoking is prohibited in all indoor common use areas.

15.2.3. Clearly marked sections within lounge and game rooms of the officer and enlisted clubs, as approved by the installation commander. Smoking is prohibited in all other areas. The front entrances to the Loring Club are not smoking areas, and the decorative ash receptacles are present to allow smokers to put out their cigarettes/cigars PRIOR to entering the club.

15.2.4. Clearly marked sections of the bowling center, as approved by the installation commander. However, smoking is prohibited in the snack bar area.

15.3. Outside areas

15.3.1. Commanders will designate outside smoking areas for their work centers. These designated areas will not be located near entrances to any facility. When possible, designate smoking areas that provide some protection from the elements.

15.3.2. No smoking while walking in uniform.

(MDG/SGOAZ, 782-4305)

16. **Customs and Courtesies.** Military personnel are expected to render proper military courtesies (such as stopping all outside activities during Taps and saluting during both the Korean and U.S. national anthems, unless unsafe to do so).

16.1 When the national anthem is played indoors at the base theater, members should remove headgear and stand at attention through both the Korean and American national anthems. If in uniform, leave hands at your sides. If in civilian clothing, place hand over your heart.

16.2 Standard saluting customs apply at Kunsan Air Base, to include saluting moving vehicles with an eagle (O-6) or general officer (O-7 through O-10) placard on the front. However, during local exercises, saluting is suspended as a precautionary measure to counter aggressor force target selection.

(FW/CCP, 782-5798)

17. **Securing Personal Property.** Ensure you secure your valuables at all times. Lock your quarters and other personal property to include your bicycle even when you are away for a short time. Contact the Law Enforcement Desk for assistance with engraving serial numbers on your property.

(SFS/SFO, 782-5916)

Wolf Pack Community Standards

01 November 2001



18. **Ration Control.** The purpose of the Ration Control Program (USFK Reg 60-1) is to help prevent black marketing, detect violators, and to ensure the availability of duty-free goods to all authorized patrons.

18.1. **Black Marketing.** Black marketing is the act of reselling duty-free goods purchased in USFK duty-free facilities to persons not authorized to purchase duty-free goods. Black marketing is a criminal offense punishable under the UCMJ as well as ROK customs laws.

18.2. **Quantity Limits.** Items such as alcohol are controlled by quantity limits. The monthly quantity limit on alcoholic beverages which contain 20 percent (40 proof) or more alcohol by volume is 3 units (fifth, quart, liter) per month. Beer purchases are limited to two cases a day, eight cases a month. Monthly limits are for one month at a time and cannot be carried over to the next month if they are not used.

18.3. **Controlled Items.** Along with items controlled by quantity, there are also items that are considered controlled items. These items are listed as non-consumable items based on the recommendations of the Black-Market Working Group or items which are not normally purchased more than once per tour per household (such as a crock pot, refrigerator and so on.) There is no actual limit on the amount of controlled items you may purchase.

(SFS/SFA, 782-5274)

19. **Customs.** There are limits to mailing merchandise. You are allowed to mail only \$100.00 worth of merchandise a day duty free. Gifts included for more than one person may be consolidated with the name of the recipient. Military members are cautioned that merchandise, popular US owned trademarks, and name brands bought in the ROK may be counterfeit. Sending counterfeit items such as clothing, shoes, and handbags, through the mail is prohibited and such items are subject to seizure.

19.1. Certain items cannot be sent through the mail. Some of these include alcohol, plants, animals, explosives or destructive devices, weapons of any kind, untreated wood, narcotics (prescribed or acquired), pornographic material, and government property. Even non-trademark items such as mink blankets, brass, or any other national products should not be mailed in quantities of more than 3 at a time. Customs may consider this a commercial quantity and subject to confiscation.

(CS/SCBP, 782-5514)

20. **Morale Calls.** Morale Calls are authorized unofficial calls that use the Defense Switched Network.

20.1. Military or DoD civilians assigned to Kunsan or here TDY for more than 14 days are authorized a total of six 15-minute morale calls per month.

20.1.1. These calls can be made any day and time other than Tue-Fri, 0600-1100 local time which corresponds to the peak period for official calls to HQ PACAF.

Wolf Pack Community Standards

01 November 2001



20.1.2. Operators can permit calls of longer duration when conditions allow, but callers must promptly end calls upon operator's request.

20.2. Calls are placed through the Kunsan morale call operator (782-5497) who then contacts the requested distant end base operator. The distant end operators will offnet the call when it does not interfere with official calls or operational needs. Offnetting is permitted to local commercial numbers, a long distance service provider such as MCI or Sprint, long distance collect calls when the called party agrees to accept the charges, or some other arrangement, such as a credit card or prepaid calling card. Additionally, immediate family members may call unaccompanied service members who are here on an extended TDY through their base's family support center.

20.3. Abuse of morale call privileges infringes on our ability to provide good service to others and will not be tolerated.

(CS/SCB, 782-5559)

21. **Email Use.** Because of Kunsan's remote location and unaccompanied status, personnel are permitted limited and controlled use of the E-mail system for contact with family members. To ensure our official business users are not adversely affected, E-mail for morale purposes is permitted only under the following guidelines.

21.1. No charges may be incurred by the government and the system is not to be used for any type of business transaction.

21.2. The following types of activities are strictly prohibited when using E-mail:

21.2.1. Illegal, fraudulent, malicious, or politically partisan activities

21.2.2. Activities which are intended to provide personal or commercial financial gain, including but not limited to chain letters, solicitation of business or services, and sales of personal property.

21.2.3. Annoying or harassing another individual by sending uninvited E-mail of a personal nature, or by using lewd or offensive language.

(CS/SCB, 782-5559)

22. **Internet Use.** Personnel may not visit pornographic, hate, or hacker sites on government computers. (Refer to AFI 33-129, Chapter 6 for complete listing of other sites.) Our current base server allows us to capture every site visited, when it was viewed, and who accessed it. The rule of thumb is if you wouldn't show it to the wing commander, then you probably shouldn't be looking at it.

(CS/SCB, 782-5559)

23. **Web Site Updates.** All base organizations placing web pages and/or their updates on the Kunsan AB public web server must coordinate with the public affairs office prior to their release.

Wolf Pack Community Standards

01 November 2001



All 8 FW organizations placing web pages on the Kunsan AB public web server will appoint an organizational provider (webmaster) via a letter signed by their commander and forward the letter to 8 FW/PA. Commanders must ensure their organizational webmasters are thoroughly familiar with AFI 33-129 and all applicable supplements.

23.1. As the primary authority for release of information to the public, 8 FW/PA must review all public web pages prior to their release. Any new pages or changes to existing web pages must be cleared by 8 FW/PA prior to placing them on the public web site. Blanket approval for updating reoccurring events can be obtained.

23.2. The organizational webmaster will coordinate with 8 CS/SCBB for placement of new or changed web pages on the public web site in a protected “pre-release” area. This area will be protected by password access and will be secured by 128-bit encryption (https). Once placed on the pre-release area, 8 CS/SCBB will establish a link from the new page to 8 FW/PA for review. Upon review, 8 FW/PA will e-mail the approval for release to 8 CS/SCBB.

(CS/SCB, 782-5559)

(See Attachment 7 for further details)

24. **Use of Dining Facilities.** Enlisted personnel receiving Basic Allowance for Subsistence (BAS) may use the O’Malley Inn and Charlie Pad Dining Facilities on a nonrecurring basis. BAS enlisted personnel are reminded that non-recurring use of the Dining Facilities is intended for members to not exceed an average of one meal per day. Excessive use of the facilities by BAS customers may result in a transfer from BAS to Subsistence-in-Kind (SIK), the Meal Card program. Officer use of the Dining Facilities will remain restricted to commanders and commander designated officers only. Access to all wing personnel, regardless of grade, is authorized during exercises and contingencies

(SVS/SUF, 782-5415)

25. **Possession of Plastic Pellet Weapons.** Per USFK regulation 27-5, Para 9, pellet guns are considered a weapon and must be stored at the Armory within three days of arrival. Regulations prohibit storing weapons in the dorms.

(SFS/SFT, 782-5808)

26. **Driving Privileges.** All Kunsan military personnel who desire to obtain a USFK driver’s license or vehicle registration must be a member of the US armed forces in the grade of E-6 or above. Although USFK approved a change to allow E-5s and above to have driving privileges, Seventh Air Force units face numerous challenges posed by the policy and subsequently have not approved this change. Therefore, only 8th Fighter Wing members in the grade of E-6 and above are allowed driving privileges on base.

(TRANS/LGTO, 782-5292)

27. **Unit Animal Mascot Policy.** The only animals approved for use as a unit mascot are cats, dogs or birds. Exotic animals or animals that present a danger (poisonous snakes, spiders, etc.)

Wolf Pack Community Standards

01 November 2001



are not authorized. Unit commanders are responsible for insuring compliance with public health regulations and any control measures established under this policy.

27.1. All animals must be spayed or neutered at unit expense, and the unit must maintain a certificate evidencing the animal was spayed/neuter. All animals must receive all required vaccinations to ensure the health and welfare of the animal as well as base personnel. Unit commanders will coordinate with the Army Veterinary Service to determine vaccination requirements (contact 8 Medical Group/Public Health for assistance). Records of all vaccinations will be kept on file. All animals are required to have an annual health evaluation/certificate (at unit expense and through certified authority). Units are responsible for providing veterinary services at their own expense.

27.2. Unit commanders will coordinate with 8 Medical Group/Public Health periodic (semi-annually) facility inspections to ensure the mascot is provided safe, sanitary, and humane living conditions. If kept inside, mascots should be restricted to a small office or work center. Signs indicating the presence of the animal should be conspicuously posted to alert any patrons with allergies. These locations should also provide adequate protection for the animal from severe weather conditions, such as heat or cold.

27.3. Units will assign a primary and alternate POC who will be the focal point for all questions/concerns regarding the mascot.

27.4. Mascots must be fed daily and water should be available at all times. Animals in transport must be placed in a cage or approved travel container and will not be allowed to be unrestrained in the passenger area of any vehicle.

(MDG/SGOAM, 782-4510) (See Attachment 8 for further details.)

28. **Advances for PCS Moves.** All personnel may use their Government Travel Card (GTC) for PCS moves. The travel card provides military personnel easy access to funds to cover travel-related expenses while on official business. The card must be used only for official travel expenses such as lodging, meals, transportation, and ATM advances needed to pay for “out-of-pocket” *travel related* expenses. ATM advances shall not be obtained earlier than 3 working days before scheduled travel. Policy for the travel card program is outlined in DoD Financial Management Regulation, Volume 9, Chapter 3, “Travel Policy and Procedures.” Eligible personnel may request a cash advance for Dislocation Allowance (DLA) five days prior to their Military Personnel Flight Out-Processing Appointment.

(CPTF/FM, 782-5414) (See Attachment 9 for further details.)

29. **Private Organizations and Unofficial Activities.** Kunsan AB has a number of private organizations and unofficial activities. A private organization (P.O.) is a self-sustaining group that operates on Air Force installations with the written consent of the installation commander. When an unofficial activity’s current monthly assets exceed a monthly average of \$1,000 over a 3-month period, the activity must become a P.O., discontinue on-base operations, or reduce its current assets. Examples of unofficial activities are unit coffee funds, flower funds, and other small operations.

Wolf Pack Community Standards

01 November 2001



29.1. Individuals involved in these organizations and unofficial activities should fully understand the requirements for lawful operation as specified in AFI 34-223.

29.1.1. P.O.s and unofficial activities must not engage in activities that duplicate or compete with AAFES or NAF facilities.

29.1.2. P.O.s and unofficial activities may not engage in frequent or continuous resale activities or operate amusement or slot machines. If approved by 8 SVS/CC, they may conduct fund-raisers like bake sales, dances, or similar functions, up to two events per quarter.

29.1.3. P.O.s and unofficial activities may accept gifts and donations, but these organizations may not solicit gifts or donations on-base. Off-base solicitations must clearly indicate that they are for a P.O. or an unofficial activity and not the base or any official part of the Air Force.

29.1.4. These organizations may not sell alcoholic beverages.

29.2. All requests to become a private organization, or to hold a fundraiser or other similar activity, must be approved by 8 SVS/CC.

(SVS/SVFO, 782-4325, 8 FW/JA, 782-4283)

30. **Final Thoughts.** All military members and US civilians are responsible for their actions on and off base and all are expected to maintain good order and discipline. Enjoy Kunsan AB and the Republic of Korea, but remember to follow these very important Wolf Pack Community Standards.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 1

MEMORANDUM FOR ALL PERSONNEL

FROM: 8 FW/CC

Unit 2090

APO AP 96264-2090

SUBJECT: Lawful Order for All Area 6 Personnel

1. Based on the recent Anti-American activity on the Korean Peninsula and threats made to military members, I am issuing this order to ensure understanding of and compliance with the wingman policy.
2. All US military personnel assigned or TDY to Kunsan AB, and all USFK members physically present in Area 6 (which includes A-Town and Kunsan City) must have a wingman in their presence when off the installation.
3. A wingman is defined as a person who is in control of his or her faculties, is physically present with the member, and is one of the following: an active duty military member; a DoD employee; American citizens lawfully admitted to the Republic of Korea; and spouses of members to whom the wingman policy applies.
4. All personnel assigned or TDY to Kunsan Air Base must be accompanied by a wingman when off the base between the hours of 2200-0500. Personnel subject to this order will not travel alone in AAFES or civilian taxis, buses, or any form of public transportation except as outlined below. Taxi and bus drivers are not wingmen for the purpose of this order.
5. While a wingman is not required under the following exceptions, it is highly encouraged:
 - a. MWR sponsored trips
 - b. Wolf Pack Wheels
 - c. Special circumstances authorized in writing by a group commander
6. All US military personnel assigned or TDY to Kunsan AB with a Kunsan Form 2, a nonavailability letter from billeting, or plane ticket/itinerary for an arriving flight will be allowed off base alone to proceed directly to/from their residence or the airport terminal.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 2

MEMORANDUM FOR ALL 8 FW PERSONNEL

FROM: 8 FW/CC

SUBJECT: Leave/PCS Procedures during an inspection

1. The Wolf Pack's readiness for an inspection depends heavily on personnel availability during the inspection and its preparations. This letter clarifies the leave, TDY, and PCS policies for Wolf Pack personnel during and leading up to the inspection.
2. Commanders can make the tough calls, but in general do not plan leave during the month of an inspection. Additionally, supervisors and commanders should ensure mission-essential personnel are present for duty during the period of time between the last exercise and the inspection, maximizing our ability to properly prepare for the inspection. Personnel whose mid-tour eligibility is around an inspection time frame should plan to take their mid-tour well before or after the inspection.
3. Personnel scheduled to PCS during the month of the inspection will need to coordinate their port call dates with supervisors. Though we will in-process Kunsan newcomers during an inspection, no one will outprocess during an inspection. All personnel will PCS either before or after an inspection. Mission-critical personnel may be extended until after an inspection for continuity, as determined by their commander.
4. While TDYs are mission-related, no one should schedule a TDY during an inspection. To properly prepare for an inspection, supervisors and commanders should restrict personnel from non-critical TDYs during the last exercise before an inspection. Preparation is key to success during an inspection. Missing scheduled exercises cannot contribute to success during an inspection.
5. If you have any questions on this policy, contact Capt Morgan at 782-5485 or CMSgt Bagwell at 782-4924.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 3

MEMORANDUM FOR COMMANDERS/STAFF AGENCY CHIEFS

FROM: 8 FW/CC

Unit 2090

APO AP 96264-2090

SUBJECT: Policy on Equal Opportunity and Treatment

1. The success of our mission rests squarely on the shoulders of Wolf Pack members. Success will only occur if built on a foundation of trust and respect. It is our responsibility and duty to create and sustain an environment where each of us maintains the utmost respect for human dignity at all times. A positive attitude and professional approach is vital in ensuring all Wolf Pack members have the opportunity to develop to their maximum potential. We simply will not tolerate any form of discrimination.

2. We all have a hand in this. When confronted with a situation, whether victim, offender, supervisor, co-worker or commander, we have a responsibility to take fair, swift, and appropriate actions to address the issue. Unless prompt action is taken, our ability to perform our mission effectively is diminished.

3. Both your chain of command and our professional Military Equal Opportunity staff stand ready to provide their expertise and assistance to educate, prevent, detect, and resolve problems before they adversely affect our mission readiness and human relations climate. As a critical member of our Wolf Pack, your full support will ensure we are ready to fight tonight.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 4

MEMORANDUM FOR ALL 8TH FIGHTER WING PERSONNEL

FROM: 8 FW/CC

SUBJECT: Wolf Pack Safety

1. The Wolf Pack stands at the tip of our nation's spear. We have a serious mission and we need Wolf Pack members to be at their best—100% mission ready—to accomplish that mission. We cannot accomplish our mission if accidents or carelessness remove folks from the work place or put them at less than 100%. We all understand that ours is a dangerous business and we must sometimes accept risk in order to get the job done. But, I ask you all to consider the risk you accept. Most of our accidents happen for the same old reasons--human error. These errors are not inevitable. Mishaps can be prevented before they occur if each of you takes positive action toward lowering your risk. Improving communication, situational awareness, discipline, training, and leadership skills can help prevent mishaps. Commanders, supervisors, and workers must work together to identify hazards and risk both on and off duty, determine the controls to best manage the risk, and then have the concern and conviction to call a halt or make a change when something comes up short. I challenge each of you to call things as you see them. We cannot fix safety problems if we don't know they exist.
2. Our goals for the future are simple—to accomplish our mission and to send you back home in better condition than when you arrived. Daily squadron level safety program management; deliberate risk identification and analysis; plus continuous assessment of our people, processes, and work environment will ensure success. This requires a Wolf Pack mindset to pause and evaluate every action we do or direct in light of the individual and the environment.
3. There are no shortcuts or quick solutions to safe mission accomplishment. All of you must identify potential risks and aggressively try to minimize their impact on our ongoing operations. Your future and the future of your Wolf Pack brothers and sisters is in your hands. Step up and accept personal responsibility for safety. We owe it to our mission, our people, and ourselves.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 5

MEMORANDUM FOR ALL 8TH FIGHTER WING PERSONNEL

FROM: 8 FW/CC

SUBJECT: Bicycle/Go-Ped Safety Policy

1. In accordance with DoD Instruction 6055.4 (DoD Traffic Safety Program), AFI 91-207 (USAF Traffic Safety Program), and USFK Regulation 190-1, persons operating bicycles or go-peds on Kunsan Air Base are required to wear approved bicycle helmets. Authorized helmets are those approved by the American National Standards Institute, Snell Foundation, or the Department of Transportation, and specifically designed for cycling. To gain maximum protection, the helmet must fit securely, and be worn squarely on the head with the chinstrap connected. A combat helmet does not conform to these standards and will not be worn in lieu of an approved helmet during exercises.

2. Any person who operates a bicycle must wear a reflective belt during hours of darkness. For purposes of this rule, hours of darkness begin 15 minutes before sunset until 15 minutes after sunrise. Reflective belt must be visible from front & back. An approved bicycle light must also be installed and operational for riding during hours of darkness.

3. Cyclists are part of the traffic environment on Kunsan AB, and therefore, must adhere to the traffic laws and general rules of the road. Cyclists will not operate bicycles during road conditions Amber, Red, and Black when weather is inclement. Security Forces personnel are authorized to issue citations to persons in violation of DoD and AF instructions and/or this directive.

4. These requirements include active duty Air Force members, retirees, civilian employees, and children transported in approved infant seats. Wearing individual personal protective equipment and following the general rules of the road are common sense approaches to controlling and eliminating serious injuries. Cyclists must be continually vigilant and aware of surface, visual, and moving hazards at all times. If you have any questions regarding this subject, contact Wing Safety at 782-4557.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 6

MEMORANDUM FOR ALL 8TH FIGHTER WING PERSONNEL

FROM: 8 FW/CC

SUBJECT: Mandatory Wear of Reflective Gear

1. This letter clarifies Kunsan's policy on wear of the reflective safety belt and reflective safety vest. During hours of darkness all personnel in military uniform will wear the reflective safety belt or vest while outdoors. Even if an individual is only moving a short distance, he or she must wear reflective gear. For purposes of this rule, hours of darkness begin 15 minutes before sunset and end 15 minutes after sunrise. The only exception to this rule applies to uniformed security forces personnel when on duty, including augmentees. Security Forces personnel must wear reflective gear when traveling to and from work. Personnel wearing civilian attire are also highly encouraged to wear reflective gear.
2. Our uniforms are designed to help us blend in with the surrounding environment. While this is a benefit during conflict, it's a definite disadvantage for peacetime pedestrian traffic traveling in darkness and makes pedestrians hard to see from moving vehicles. Since most airmen at Kunsan do not have access to a vehicle, the threat of an accident involving a pedestrian, jogger, or bicyclist exists. This is true regardless of whether an individual is wearing civilian or military clothing. Though vehicle operators have a responsibility to be on the lookout for pedestrians, we all have the responsibility to make it possible for drivers to see us. We greatly decrease the chances of becoming an accident victim when we make ourselves more visible to vehicle operators. The best way to do that is through the proper wear of reflective gear.
3. Commanders, first sergeants, and supervisors must disseminate this information to all unit personnel. Every Wolf Pack member should take the initiative to correct personnel who are not in compliance with this important safety directive. If you have any questions regarding this subject, contact Wing Safety at 782-4557.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 7

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: 8FW/CC

SUBJECT: Kunsan AB Public Web Site Release of Information

1. All 8FW organizations placing web pages on the Kunsan AB public web server (www.kunsan.af.mil) will appoint an organizational provider (webmaster) via a letter signed by their commander. A copy of the appointment letter will be maintained in the squadron's organizational files, by 8 CS/SCBB, and a copy will be forwarded to 8FW/PA. Commanders must ensure their organizational webmasters are thoroughly familiar with AFI 33-129 and all applicable supplements.
2. As the primary authority for release of information to the public, 8 FW/PA must review all public web pages prior to their release. Any new pages or changes to existing web pages must be cleared by 8 FW/PA prior to placing them on the public web site.
 - a. The organizational webmaster will coordinate with 8 CS/SCBB for placement of new or changed web pages on the public web site in a protected "pre-release" area. This area will be protected by password access and will be secured by 128-bit encryption (https). Once placed on the pre-release area, 8 CS/SCBB will establish a link from the new page to 8 FW/PA for review. Upon review, 8 FW/PA will e-mail the approval for release to 8 CS/SCBB.
 - b. It is not necessary for 8 FW/PA to review every change to the every page. They may establish general release policies with respect to content published by a given organization. For example, 8 FW/PA could provide blanket approval for publishing dates and information for upcoming chapel events. Such blanket approvals must also be forwarded to 8 CS/SCBB and kept on file.
3. Please refer any questions to Capt Chad DeNaughel, 8 CS/SCB, 782-4948.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 8

MEMORANDUM FOR ALL 8 FW PERSONNEL

FROM: 8 FW/CC

SUBJECT: Unit Animal Mascot Policy

1. This letter approves and establishes requirements for unit mascots. Unit commanders are responsible for insuring compliance with this policy letter. The below guidance applies to all 8 FW units who care and maintain an animal as their unit mascot.
2. The only animals approved for use as a unit mascot are cats, dogs or birds. Exotic animals or animals that present a danger (poisonous snakes, spiders, etc.) are not authorized.
3. All animals must be spayed or neutered at unit expense and maintain a certificate of being spayed/neuter.
4. All animals must receive all required vaccinations to ensure the health and welfare of the animal as well as base personnel. Unit commanders will coordinate with the Army Veterinary Service to determine vaccination requirements (contact 8 Medical Group/Public Health for assistance). Records of all vaccinations will be kept on file.
 - a. All animals are required to have annual health evaluation/certificate (at unit expense and through certified authority).
 - b. Unit commanders will coordinate with 8 Medical Group/Public Health periodic (semi-annually) facility inspections to ensure the mascot is provided safe, sanitary, and humane living conditions.
5. Units will assign a primary and alternate POC who will be the focal point for all questions/concerns regarding the mascot.
6. If kept inside, mascots should be restricted to a small office or work center. Signs indicating the presence of the animal should be conspicuously posted to alert any patrons with allergies. These locations should also provide adequate protection for the animal from severe weather conditions, such as heat or cold. In addition, mascots must be fed daily and water should be available at all times.
7. Unit's are responsible for providing veterinary services at there own expense.
8. Animals in transport must be placed in a cage or approved travel container and will not be allowed to be unrestrained in the passenger area of any vehicle.

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 8 (cont)

9. If a mascot bites a human being, the mascot will be removed from the installation and humanly disposed of at unit cost.
10. At no time will mascots be allowed to interact with military working dogs.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander

Wolf Pack Community Standards

01 November 2001



ATTACHMENT 9

MEMORANDUM FOR ALL BASE PERSONNEL

FROM: 8 FW/CC

SUBJECT: Advances Related to Permanent Change of Station (PCS) Moves

1. Effective immediately all personnel may use their Government Travel Card (GTC) for PCS moves. The travel card provides military personnel easy access to funds to cover expenses while on official business. The card must be used only for official travel expenses such as lodging, ATM advances, meals, and transportation. Policy for the travel card program is outlined in DoD Financial Management Regulation, Volume 9, Chapter 3, "Travel Policy and Procedures"; and AFI 65-104 "Government Travel Charge Card Program".
2. It is departmental policy that travel advances are not authorized unless as exception is granted to the standard practice of the traveler using his or her individual government travel charge card at automated teller machines (ATMs). Individuals who have a government travel card shall obtain their cash needs via the travel card ATM.
3. The Travel advance will be limited to the authorized Dislocation Allowance (DLA) and be issued via Electronic Funds Transfer (EFT). The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the member's household. The single rate DLA may be advanced to E-5s and above who are assigned government quarters at the gaining base.
 - a. Member with dependents is entitled to DLA when dependents relocate in connection with a PCS.
 - b. Member without dependents is entitled to DLA when transferred to a PDS where Government quarters are not assigned.
4. Recommend Commanders brief their single member's the entitlement to DLA is based on the non-availability of government quarters at their gaining station. If the member subsequently moves into government quarters, upon arrival at the new station, then the DLA must be repaid in full.
5. When DLA is advanced for permanent change of station (PCS) travel, members must claim the entitlement upon arrival at the permanent duty station (PDS). This policy letter defines the conditions that a member can receive an advance. Eligible personnel may request DLA five days prior to their Military Personnel Flight Out-Processing Appointment.
6. Direct questions to this policy change to Capt Jimmie Evans at 782-5414 or MSgt Gwendolyn Pugh at 782-5715.

////SIGNED////

BURTON M. FIELD, Col, USAF
Commander